

SECRET

DPD-6637-59

30 September 1959

MEMORANDUM FOR: Chief, Budget and Finance Career Service

SUBJECT : Request for Finance Officer GS-11/12

1. The Development Projects Division is staffing a new detachment at Eglin Air Force Base, Florida.
2. A requirement exists for a Finance Officer at the GS-11/12 level. The position carries an SF Designation.
3. The person selected for this position must be capable of operating a complete Class B accounting system. He will be required to handle any and all payroll type questions and actions including time certification to "cut out" organizations. He should be equipped to handle all Tab 6 reimbursements and channel all information relative thereto to Headquarters for prior obligation and cost accrual purposes. He will need to make local purchases, and it will be expected that he will keep DPD Comptroller informed as to equipment and spare parts programmed with estimates of costs involved.
4. We need this person as soon as possible. We wish to caution that housing at Eglin is rather acute, and the individual selected will be encouraged to secure housing before having his family join him.

Chief, Personnel Section
DPD-DD/P

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AHD:sjl
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FINANCE

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25 YEAR RE-REVIEW

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